

Meter Installation/Removal Notification (MIRN) Arizona Form Overview
Bundled Service to Direct Access – Process # 1
Sample – proposed changes for 10/25/00

The MIRN was developed by the ACC process sstandardization working group (PSWG) and is subject to change based on future work by the PSWG.

The MIRN form is used to communicate meter installation/removal information.

The UDC and ESP must receive a completed MIRN anytime meter activity is performed. The completed MIRN must be received within 3 working days of the meter install/removal.

General Instructions

1. Complete the MIRN form with the information collected at the meter install/removal time for each meter located at the site.
2. UDC will contact the MSP and ESP via e-mail immediately for missing or incomplete data.
3. MSP must respond and/or acknowledge to UDC and ESP via e-mail any discrepancies within 1 working day of the notification
4. The UDC will notify the ESP and MSP of MIRNS not received 3 working days after the scheduled install/removal date.
5. MSP must return the completed MIRN to the UDC or provide a Meter Data Communication Request (MDCR) with a reschedule date within 1 working day of the above notification.
6. Unless mutually agreed upon, MSP must return removed UDC meters to the UDC within 15 days of removal.

File Naming Convention

MIRNYYYYMMDDSENDERRECEIVER--S.xls

MIRN	Type of form being sent
YYYY	Year
MM	Month
DD	Day
SENDER	Acronym for market participant sending MDCR
RECEIVER--	Acronym for market participant receiving MDCR
S	Sequence (1, 2, 3, etc.) to support multiple files sent on a single day from the same "Sender" to the same "Receiver"

File name examples:

MIRN20000626APSNWE1.XLS
MIRN20000626APSNWE2.XLS
MIRN20000626APSESSRP1.XLS
MIRN20000626APSESSRP2.XLS